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## Applications for Final Compensation

Applicants who **electronically** file Applications for Interim or Final Compensation are no longer required to file **RI Bankr. Form C** (Notice of Filing of Interim/Final Application for Compensation under Chapter 7, and Interim Applications Under Chapters 11 and 13), or **RI Bankr. Form D** (Final Applications for Compensation Under Chapters 11 and 13). Upon receipt of electronically filed Applications for Compensation, the court will serve the appropriate **Notice of Final/Interim Compensation** to all creditors and interested parties.

Applicants *are* required to file **RI Bankr. Form C.2, C.3 or C.4** (see attached) summary sheets with their interim and final compensation requests.

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**STEP 1** Click the **Bankruptcy** hyperlink on the ECF main menu.



**STEP 2** Click the **Motions/Applications** hyperlink.

**STEP 3** The **Case Number** screen displays.

' **Enter case number;**

' Click [NEXT]

**STEP 4** The **Motions/Applications Events** screen displays.

' Select **Final Compensation**.

' **Tip:** Typing the 1<sup>st</sup> letter of the name of the motion/application will bring you to that place in the list. For example, typing "f" brings you to all pleadings beginning with the letter "f".

' Click [NEXT]

**STEP 5** The **Joint Filing Box** displays.

- ' Check this box if the pleading is a joint filing with another attorney.  
Click **[NEXT]** Select attorney (joint filer).
- ' **Tip:** If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case. Their name will then appear in the pick list.
- ' If the pleading is not a joint filing, click **[NEXT]**.

**STEP 6** The **Party Filer** screen displays.

- ' If the final request is filed by an attorney, choose the party you represent from the pick list;
- ' If the final request is filed by a professional, choose the professional from the pick list - Attorneys that file fee applications on behalf of a professional in the case will see the **Attorney/Party Association** screen display. Bypass this screen by clicking **[Next]**.
- ' **Note:** If you are not listed in the pick list, you have not been employed!
- ' Click **[NEXT]**
- ' The case verification screen displays; click **[Next]**.

**STEP 7** Attach the **PDF** document.

- ' Click **[Browse]**, then navigate to the directory where the PDF file is located in your computer.
- ' **Tip:** If you are using Netscape as your browser, **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(\*.\*)** - PDF documents will now display.
- ' Once the file is located, verify the accuracy prior to uploading:
  - Right-click the document name.
  - Select **Open** from the drop down list.
  - Verify the contents of the document.
  - Click the **X** in the upper right corner of the document screen

- ' Double click the PDF file to select it.
- ' Click [Next].
- ' The case verification screen displays; click [Next].

**STEP 8** The **Fee and Expense** screen displays.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

[1:03-bk-11555 Constance Verii](#)

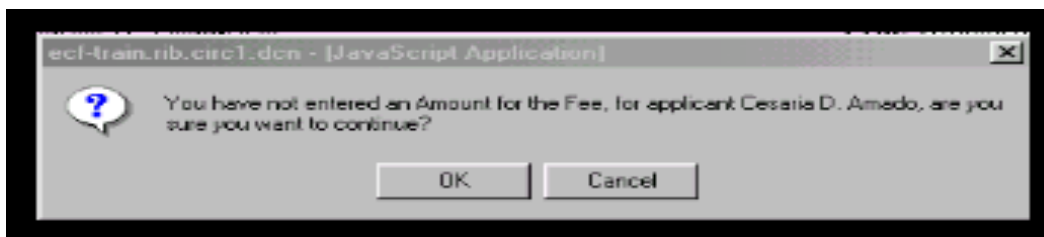
Applicant	Gail Kelleher	Type	Debtor's Attorney
	<input checked="" type="checkbox"/> Filer		
From	5/1/2003	To	8/28/2003
Fee request \$	4352.00	Expense request \$	454.00

Applicant	Constance Verii	Type	Accountant
	<input type="checkbox"/> Filer		
From		To	
Fee request \$		Expense request \$	

Next Clear

- ' The applicant and party represented appear on the screen;
- ' Check the box of the **Filer** of the Final Request;
- ' *Note: Filer box of first applicant auto-defaults; you must uncheck this box if applicant is not this filer.*
- ' Click the **Type** drop down box; choose the capacity of the applicant;
- ' Complete the **From** and **To** screen for the period of time the Final application encompasses;

- ' Complete the **Fee Request** and **Expense Request** stated in the Final application.
- ' Click **[NEXT]**. Two messages re Fees & Expenses will display:



- ' Click **OK** for both messages.

**STEP 9**

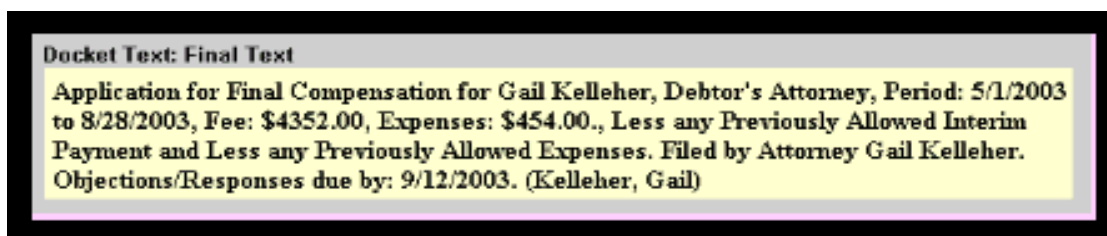
- ' Is the Certificate of Service executed and attached? ('y' or 'n')
- ' Click **[NEXT]**.

**STEP 10**

- Docket text displays
- ' Edit text if necessary
- ' Click **[NEXT]**

**STEP 11**

- Final Docket Text Displays



'        **Review for accuracy**

'        **If no errors, click [NEXT] to submit.**

**STEP 12        Notice of Electronic Filing displays.**

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